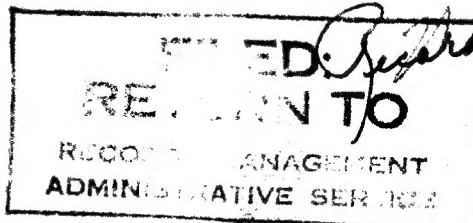


CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.



NOTICE  
NO.

10 March 1953

SUBJECT: Standardization of Filing Supplies

1. With the issuance of this notice, standards for file folders and guides are being established. Standardization will result in economies in procurement; will simplify procurement procedures; will simplify stocking and warehousing problems; and will insure uniformity of supplies used in the same file. Also these standards eliminate the use of either unnecessarily expensive items or items that are too cheap and flimsy to afford the service desired.

2. After present stocks of folders and guides have been exhausted the following supplies will be available in stock for the filing of all letter and legal size papers:

- a. Letter and legal size, metal angular tab, 1/3 cut pressboard guides with standard guide inserts.
- b. Letter and legal size, square cut, plain tab non-reinforced, 11 point kraft folders.
- c. Letter and legal size, square cut, plain tab reinforced, 11 point kraft folders with fasteners (without compressors) in number 1 position.

3. Any exceptions will be justified in writing to Procurement and Supply Office for concurrence by Records Management and Distribution Branch of General Services Office. Present usage of a specific type folder or guide will not be considered sufficient justification for deviating from the established standards.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

RMDR/DLM:mef

Distribution:

- Orig. - Proc. & Supl.
- 2 - General Serv.
- 1 - File